

Team: Portfolio Management

Date:

INPUT DRAFT-ILLUSTRATIVE

Action Plan Summary

Key Assumptions					
<ul style="list-style-type: none"> - Existing ED non loan and subsidy estimate models should be used in portfolio management organization. 					
Team Goals		Key Success Indicators			
<ul style="list-style-type: none"> - Develop ability to track and forecast portfolio performance - Implement existing ED non loan and subsidy estimate models - Transfer CFO website maintenance to CIO <p>Additional Goals</p> <ul style="list-style-type: none"> - Ensure that employees feel free to do whatever is necessary to meet our customers needs - Assess the value we provide to our clients and measure their satisfaction with our products and services - Encourage cross-organizational leadership - Train and mentor to develop necessary management and leadership skills and behaviors - Empower employees and let them have input into critical decisions - Create processes for two way communication and acknowledging feedback - Define and clearly communicate performance expectations and measure results - Encourage and reward innovation and accountability - Create an environment which encourages people to constructively work together to achieve shared goals 		<ul style="list-style-type: none"> - Clear monthly reports produced and presented to management beginning 04/01/01 - Both subsidy and non-loan estimate model implemented being used. - CFO website maintenance taken over by CIO saving 1 FTE by 06/01/01 			
Process/ Function	Current	Total	Role In Goal Achievement		
- Reporting	0	.5	- Tracking and forecasting portfolio performance.		
- Review and Analysis	0	.5	- Examine existing loan strategies and implement new ones if applicable		
- Cost Management Fin'l Modeling	.25	1.25	- Produce and report on the estimate models subsidy based and non-loan estimate models		
- External Communication	.75	.75	- Facilitate transfer of website maintenance duties to CFO		
- Internal Communication	1	1			
- Project Support and Crisis	2	2			
- Total	4	6			
Key Actions		Impact	Start	Complete	Responsibility
Implement Track and Forecast portfolio performance function through hiring requisite FTEs		Portfolio performance reports help in Mgt decision making	01/01/01	02/01/01	Branner
Research and implement existing ED estimate models		Estimate model needs satisfied with minimum cost and work required.	01/01/01	02/01/01	Branner
Hire FTE who can produce estimate models (subsidy & non-loan)		Quality estimate models produced and available to aid in decision making.	03/01/01	04/01/01	Branner
Transition CFO website maintenance to CIO		Reduction of 1 FTE	01/01/01	06/01/01	Branner

Function/Activity Detail

Process/Function	FTE's	Description of Key Work Activities
Reporting		
Track and Forecast Portfolio Performance	0/.5	
Review and Analysis		
Examine existing loan portfolio strategies and participate in quality improvement	0/.5	
Cost Management Fin'l Modeling		
Develop subsidy estimate model	.125/.5	
Develop non-loan program estimate model	.125/.5	
External Communication		
Interagency Liaison to UST, GAO & OMB regarding Portfolio Management Issues	.75/0	
Internal Communication		
Maintain CFO Web Site	1/0	
Project Support and Crisis		
Project support and Crisis	2/0	
Total	4/2	